



Virginia Commission for the Arts

GUIDELINES

for **FUNDING**

July 1, 2004 – June 30, 2006

COMMISSIONERS

Term Expires

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The Virginia Commission for the Arts is the state agency that supports the arts through funding from the Virginia General Assembly and the National Endowment for the Arts. The Commission distributes grant awards to artists, arts and other not-for-profit organizations, educational institutions, educators and local governments, and provides technical assistance in arts management.

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INTRODUCTION

Established in 1968 as an agency of state government, the Virginia Commission for the Arts is mandated to support and stimulate excellence in all the arts, in their full cultural and ethnic diversity, and to make the arts accessible to all Virginians. Toward this end it provides financial assistance for arts activities and information/ advisory services to artists, arts organizations, and others interested in the arts. The Commission's funds come from the Virginia General Assembly and the National Endowment for the Arts, a federal agency.

The agency is guided by 13 Commissioners appointed to five-year terms by the Governor and confirmed by the General Assembly. To ensure statewide representation, at least one Commissioner — and no more than two — is appointed from each Congressional district. A staff of five implements programs and policies. The Commission is assisted by a statewide network of advisory panelists.

The *2004-2006 Guidelines for Funding*, presented in the following pages, describe the grant programs of the agency. The Guidelines cover activities taking place between July 1, 2004, and June 30, 2006. This document reflects the advice of many of the constituents of the Commission. The agency encourages anyone in Virginia to comment on its programs and services by writing, calling, or e-mailing the Commission office at any time during the year.

MAJOR ISSUES

Artistic Quality

Supporting and stimulating excellence in the arts in Virginia is the responsibility of the Commission. Artistic quality is the first consideration in the decision to fund any arts organization or arts activity. The Commission supports artistic excellence where it already exists, encourages growth in artistic quality, and works to make this artistic excellence available to all Virginians.

The advisory panels make evaluations of artistic quality. The Commission chooses the panelists for their knowledge of and experience in the arts. They attend activities of the Commission grantees and have first-hand knowledge of the quality of the work of the organizations.

Access to the Arts

The Commission works to ensure that quality arts are accessible to all Virginians regardless of race, age, gender, income, disability, geographic isolation, or social barrier. The Commission supports existing arts organizations in all parts of the Commonwealth and encourages new organizations that serve people with limited access to the arts.

In addition, the Commission makes a substantial investment in performing arts touring each year as a way of increasing the availability of high quality arts throughout the state.

All applicants are expected to consider the needs of special populations, such as older adults, individuals with disabilities, and the institutionalized, when planning their programs.

Cultural Diversity

The Commission believes that it is through the arts that we celebrate the diverse cultures of this country.

Funding is available for arts organizations, artists, and arts activities involved in the creation and presentation of projects that preserve and celebrate the many cultures of contemporary life in The Commonwealth.

Of major concern to the Commission are arts organizations, based in or serving communities with racially diverse populations that have little or no participation in their activities by people of these populations. Grant applicants are expected to offer programming that is reflective of the cultures of racially diverse populations that are found in their communities. Grant applicants are also expected to actively seek racial diversity in their artists, audiences, boards, and staff. Applications for funding should fully describe all efforts to create diversity. Organizations that do not address the issue of cultural diversity will be given low priority for funding.

Assistance to Individual Artists

Central to support for the arts is aid to individual artists of all disciplines. The Commission believes that assisting the artist today is an investment in the cultural heritage of the Commonwealth. The Commission provides fellowships for individual artists to help create new work as well as advance the careers of artists and the art forms in which they work.

If the arts are to thrive, there must be a receptive environment. The Commission hopes to develop a broad interest in and demand for new art in The Commonwealth by assisting in the purchase, Commissioning, presentation, and distribution of work by Virginia artists of all disciplines. The Commission's goal is a climate in which artists of exceptional talent may work full time at their art, assured of critical and financial rewards. Arts organizations receiving funding from the Commission are encouraged to pay their artists. Additionally, the Commission supports artist retreats, access centers for equipment and studio/rehearsal space, and organizations that provide information and advisory services for individual artists.

Development of Arts Organizations

The Commission provides on-going support for established arts organizations and helps in the development of new arts organizations which fill a community need. In deciding which organizations to support, the Commission looks for high standards of artistic quality and management and the amount of local commitment to an organization in terms of attendance and financial support.

The Commission funds both professional and non-professional organizations that strive for artistic excellence. The Commission defines a "professional" organization as one composed of, hiring, or serving artists who earn or endeavor to earn their living through the practice of their art.

The Commission provides technical assistance to arts organizations, including paying for staff and board members to attend workshops and seminars, funding short term consultations on management problems, and conducting management workshops. The Commission views its financial assistance role to arts groups as that of a catalyst, helping to strengthen private and local support of the arts. The Commission believes in a diversified funding base for arts organizations.

Organizations receiving funding from the Commission are expected to earn as much income from ticket sales/admission fees as possible, while seeking contributions from individuals, corporations, foundations, and government and income from special fund-raising activities. This philosophy recognizes that government resources are limited while demands for services are high and that the arts are healthier when open to diverse influences and not financially dependent on any single source of support. Some arts organizations exist to present the work of one artistic leader and are not intended to continue after that leader is gone. Other, equally worthy arts organizations have a more broad-based artistic philosophy and are intended to continue serving their communities beyond the tenure of the original artistic leader. The Commission strongly encourages this second group of organizations to build cash reserve funds and endowment funds as a tool for financial independence in the future.

Arts Education

It is the position of the Virginia Commission for the Arts that study of the arts should be a part of the education of every young person, whether that student grows up to be a performer, a scientist, or a basketball player. Creative activity is a source of joy and wonder. The arts use complex symbols to communicate. Serious study of the arts requires analysis, synthesis, and evaluation. These thinking skills lead to improved academic performance in all subjects.

The workforce of this century will need to be creative to adapt to rapidly changing circumstances. Children are naturally creative, and study of the arts helps to teach ways to channel this creativity.

Self-discipline and the ability to work as part of a team will be critical job skills. Dancing, acting, or playing a musical instrument instills discipline. Performing in a school play or playing in a marching band requires teamwork.

We are in a global economy and need to understand the cultures of our trading partners. Learning about the arts of other countries builds an understanding of the people. Teachers can use the arts to teach history, reading, and social studies. Mathematics, science and technology offer natural connections with the arts as well.

A complete curriculum in the arts includes both training in performance and in the creation of art work and the study of the history and theory of art, music, dance, drama, and creative writing. Study of the arts should be undertaken according to rigorous standards. Serious study of the arts is a model for learning in other disciplines.

The Commission supports artist residencies in the schools, innovative projects that integrate the arts with non-arts curricula, and the educational programs of nonprofit arts organizations. None of these educational resources, however, take the place of sequential, curriculum-based arts instruction delivered by certified arts teachers. These supplemental arts programs reinforce and expand upon the arts curricula. Although arts education is primarily the responsibility of state and local education agencies, the Commission does provide financial assistance to schools in designing and upgrading arts curricula. The Commission works in partnership with arts education associations, the Virginia Board of Education, the Virginia Department of Education, and arts organizations to promote arts education in all elementary and secondary schools in Virginia.

THE ADVISORY PANELS

To help the Commission in making decisions on grant applications to arts organizations the Commission has established seven regional [advisory panels](#) (see [map](#)) and one statewide panel for major arts institutions. Each of the seven regional advisory panels consists of eight members appointed by the Commission. The panelists are local artists, arts administrators, trustees of arts organizations, and arts supporters. They are chosen for their expertise in the arts, their ability to work with others in a panel situation, and their willingness to devote the time required. In making appointments to the panels the Commission attempts to balance each panel with knowledge of the different arts disciplines and diverse cultural perspectives.

There is also a statewide arts education advisory panel for the Artists in Education Residency Program (PK-12) and the Arts Curriculum Development Grant Program. This panel includes artists, arts educators, administrators, and leaders of community organizations.

Advisory panels of three to four arts educators and administrators review Teacher Incentive Grant proposals each year. Special statewide advisory panels made up of artists, arts administrators, and arts educators review applications from artists wishing to be considered for inclusion on the *Artist Roster* each year.

Another statewide advisory panel makes recommendations on the performing artists to be included in the *Tour Directory*. This panel includes performers, administrators of touring organizations, and representatives of presenting organizations.

Applications for Artist Fellowships are reviewed by an advisory panel of professionals in the appropriate discipline.

Panelists make recommendations on grant applications, evaluate activities funded by the Commission, and make recommendations on the Commission's policies and procedures. They are appointed annually, and each panelist may be reappointed twice to serve a maximum of three years.

Nominations for the advisory panels may be submitted to the Commission office at any time during the year. Each nomination is kept on file for three years. A list of current panelists is available from the Commission office.

GRANT PROGRAMS: GENERAL POLICIES

Basic Eligibility

The Virginia Commission for the Arts awards grants to Virginia organizations which:

- are not-for-profit and exempt from federal income tax under Section 501(a), which includes the 501(c)3 designation, of the Internal Revenue code, or are units of government, or are educational institutions, or are local chapters of tax exempt national organizations;
- produce, present, or support dance, literary arts, media arts, music, theater, visual, and related arts;
- comply with Title VI, Section 601, of the Civil Rights Act of 1964 which states that no person, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- comply with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 which state that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Actions of the General Assembly

All Commission programs are subject to change, based upon action on the state budget by the Virginia General Assembly and by the Office of the Governor. The Commission recommends that applicants confirm the deadlines for the grant programs before submitting applications.

Acknowledgment

In all published material regarding the particular activity supported, acknowledgment must be made that the activity is partially supported by a grant from the Virginia Commission for the Arts and the National Endowment for the Arts. The purpose of crediting the Virginia Commission for the Arts and the National Endowment for the Arts is to provide citizens with an accurate picture of the broad range of arts activities supported by their tax dollars. The logo of the Virginia Commission for the Arts and a funding credit are available to all grantees of the Commission and are printed in camera-ready form on coated stock. The [logo and funding credit](#) may also be downloaded from the

Commission web site (www.arts.virginia.gov). This acknowledgment should be included in programs, print and online newsletters, educational materials, brochures, news releases, web sites, catalogues, and videos.

Amount of Assistance

Commission grants to any established arts organization in one year will total no more than 30 percent of that organization's income for the previous year. Most grantees receive much less than 30 percent of their income in Commission grants.

Refer to each grant category for maximum grant amounts and matching requirements.

Low priority will be given to organizations that do not show strong efforts to seek multiple funding resources. Applicants are expected to charge a reasonable fee when appropriate rather than offer free events.

Support for an organization or project does not imply future Commission support. Application must be made each year and will be considered in relation to applications submitted by all other organizations. All Commission grants are subject to funds available.

Grant Contract

Each grant application must be signed by an individual with the authority to act on behalf of the applicant organization. A signed application form is the applicant's agreement to do what is described in the application and to comply with the Grant Conditions, a copy of which is attached to each application form. Applicants must attach a signed copy of the Certification of Assurances to the application and keep a copy on file.

When the Commission awards a grant, a letter is sent to the applicant with the payment schedule for that grant. Major changes in activities, personnel, or budget must be approved in advance by the Commission.

Reporting Requirements

The Commission requires a final report on each grant within 30 days of the end of the grant period, or no later than June 15 for activities taking place in June. Final report forms, if required, are mailed with grant award letters.

Each grantee must maintain accurate financial records for any activity supported by Commission funds. The Commission or its authorized representative shall have access to these records.

The Commission requires General Operating support grantees that have income of over \$300,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.

Lobbying

No part of a Virginia Commission for the Arts grant shall be used for any activity intended to influence a member of Congress or the General Assembly to favor or oppose any legislation.

Ineligible Activities

The Virginia Commission for the Arts does not fund:

- activities restricted to an organization's membership; costs of parties, receptions, fund-raising benefits, etc.;

- activities that are primarily religious in purpose;
- college or university-based projects that are part of a required course or curriculum, or that do not involve and serve a significant non-student population;
- general operating support for historic celebrations or community promotional activities.

General Operating Support for Arts Organizations

(See Major Issues section and General Policies)

Purpose

To assist organizations of artistic merit in fulfilling their missions by providing funds to maintain their stability and encourage their advancement.

Description

These grants provide general operating support to Virginia arts organizations to continue, strengthen, and expand their programs.

Eligible Applicants

Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions and their private companion foundations), that have an independent governing board, and that meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document, and that are exempt from federal income tax under Section 501(c)3 of the Internal Revenue Code. Organizations must be incorporated for at least a year before applying for General Operating Support and must have completed a season of programs.

A Virginia arts organization is defined as one whose primary purpose is the arts, that is incorporated in the state, and that has its headquarters and home season, or activities equivalent to a home season for non-producing organizations, in the state. Priority in this funding program will be given to organizations that pay artists. Avocational organizations may be funded in this program if they provide specific services or programs that would otherwise not be available in that particular geographic area. Avocational organizations are welcome to apply in the other grant programs of the Commission.

In order to be eligible for General Operating Support a festival should be a separately incorporated Virginia organization with a year round administrative staff and a year round presence in the community, have as its primary purpose the arts, spend the majority of its budget on arts activities, last longer than three consecutive days, hire professional artists, and include education and outreach programs as part of the festival. Other festivals are welcome to apply for Project Grants, Touring Assistance, and Writers in Virginia grants.

Organizations that exist primarily to provide arts education for people ages 18 and younger should meet the following criteria. The instructors should be professionals or former professionals in their fields. Classes should be aimed at acquiring skills at ever-increasing levels of difficulty. Classes should be focused on development of skills rather than being primarily rehearsals for a performance. The organization should have a diversified funding base, beyond tuition and ticket sales for public performances, that shows widespread community support. Scholarships should be available for low income students. There should be an active effort to recruit students from all segments of the

community. In addition to instruction, there should be regular opportunities for students to perform or exhibit for the public.

Vocal ensembles that perform primarily pop, Broadway, or barbershop music are not eligible for General Operating Support but are eligible to apply for Project Grants for new initiatives or for Technical Assistance.

Applicants for General Operating Support are expected to present at least three different programs or services for the public each year.

Applicants that are at least three years old must have a previous year's income of at least \$10,000 in cash.

Organizations with smaller budgets may be eligible to apply for Project Grants or Technical Assistance.

Eligible Activities

- General operating expenses
- Special projects
- Construction or renovation costs
- Reserve funds

Deadlines

The Commission awards all General Operating Support Grants for a one year period. Organizations must apply no later than March 1, 2004, for expenses occurring between July 1, 2004, and June 30, 2005, and no later than March 1, 2005, for expenses occurring between July 1, 2005, and June 30, 2006. While each grantee is required to submit an application annually, not every application will be reviewed by the advisory panels every year. Organizations that have been funded by the Commission in the General Operating Support category in past years will be notified individually by the Commission in early January what information will be required for the upcoming application deadline of March 1. If an organization is scheduled to be reviewed by the advisory panel, detailed application materials will be required. In other years the application requirements are simpler. Any organization applying to the Commission for the first time in this category must submit the detailed application by the March 1 application deadline. If the grant is awarded, the organization must submit a year end report no later than June 15th of each year in order to receive the second payment for the grant. If an organization undergoes a substantive change in its mission, its artistic leadership, or its management during the grant period, the Commission must be notified. If in the opinion of the Commission such changes alter the purpose for which the grant was awarded, the Commission may require the organization to submit justification for continuing to receive the grant funds.

Amount of Assistance

Organizations approved for funding will receive no more than 10% of their previous year's cash income, less Commission support, money paid to the organization for out-of-state trips or tours by the people taking the trips or tours, and money raised for capital purposes in the previous year. Most organizations will receive less than the maximum, and no organization is guaranteed a specific funding amount. Minimum grant awards will be \$500 per year; maximum grant awards will be \$150,000 per year.

Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Service to the community

The first and most important standard of review is artistic excellence, based on the stated artistic mission of the organization. The Commission supports organizations with a wide variety of artistic programs, including both the preservation of an artistic heritage and the presentation of new works and new artists.

Management effectiveness is measured by appropriate organizational structure, evidence of planning, and fiscal responsibility.

Service to the community includes activities in addition to public performances, exhibitions, or other formal presentations of the art. Service to the community is evaluated by a clear explanation of the people to be served, of why the organization provides this service, and of how the service fits into the overall mission of the organization.

In evaluating the applications the Commission will take into account whether the requested grant will result in significant programs for the community that could not be provided within the applicant's existing financial resources. The Commission will also evaluate the general merits of each application relative to others being considered.

NOTE: The Commission requires General Operating Support grantees that have income of over \$300,000 for at least two consecutive years to submit an opinioned, independent audit of their financial records every year.

Application/Review/Payment Procedure

1. Applicants submit the information requested by the Commission each year. The Commission staff is available for consultation on applications and to review drafts of applications before the application deadline. If assistance is needed, contact the Commission office at least four weeks before the deadline. Organizations planning to apply to the Commission should put the panelists and Commissioners on their mailing lists.
2. Applicants submit completed application forms which must be received by the Commission on or before the deadline. **NO EXCEPTIONS.** The Commission will not accept any application materials via facsimile transmission or other electronic means (*e.g.* e-mail).
3. The Commission staff reviews each application for completeness and eligibility. Incomplete or ineligible applications will not be reviewed and will be returned to the applicant with a brief explanation.
4. Copies of the applications are sent to the members of the appropriate advisory panels.
5. The panelists independently review each application prior to the panel meeting.
6. Each advisory panel meets with the Director and Program Coordinator. Commissioners attend each panel meeting as observers. Applicant representatives may attend panel meetings as observers but may not make a presentation to the panel. The panels make their recommendations after group discussion. Names of Commissioners and advisory panelists, as well as dates and locations of Commission and panel meetings, are available from the Commission office.
7. Following the panel meetings, the Commission staff makes a recommendation on each application.

8. The full Commission then reviews the recommendations of the panels and staff and takes final action on the applications.
9. Applicants are notified of Commission action by mail. The [appeals process](#) for applications not awarded funds is described on page 24.
10. The Commission will pay 85 percent of each year's grant amount at the beginning of the state's fiscal year. The final 15 percent will be paid within 30 days after the Commission receives the year-end report on the grant. Final reports must be submitted after the completion of all funded activities and must be received before June 15.

General Operating Support for Major Arts Institutions

Organizations that meet the standards described below will be reviewed by a statewide, multi-disciplinary panel in alternating years. These organizations will follow the same guidelines and application procedures as other applicants for General Operating Support.

- Virginia organizations whose primary purpose is the arts (excluding units of government and educational institutions, as well as their private companion foundations), that are not a division of a larger organization, that have an independent governing board, that are incorporated in Virginia, that meet the [Basic Eligibility](#) Criteria on page 6 of the printed Guidelines and this document, and that are exempt from Federal income tax under Section 501(c) 3 of the Internal Revenue Code.
- Organizations that have their headquarters and home season in the state.
- Organizations that have the purpose of producing or presenting the performing arts must pay the performers. Organizations that have the purpose of presenting the visual arts must have professional curators who select the work to be shown. These organizations may not charge fees to artists for the exhibition of their work.
- Organizations that have full time administrative staff.
- Organizations that have boards of directors with the authority and skills to guide the organization.
- Organizations that have been reviewed and approved for full funding in operating support from the Commission for at least four years prior to applying as a major arts institution.
- Organizations that have previous year's cash income of at least \$750,000.
- Organizations that have substantial education-outreach programs.
- Organizations that have opinioned, independent audits of their financial records each year.

Project Grants

(See Major Issues section and General Policies)

Purpose

To increase access to high quality arts for all Virginians; to increase opportunities for artists to create and present their work; and to expand arts education opportunities for young people.

Description

This grant program supports a wide variety of arts activities and is open to any not-for-profit organization presenting the arts. It is one of the Commission's most competitive grant programs. Generally, the Commission will not support the same project for more than three years. The Commission will favor applications for the creation and/or production of new works by Virginia artists. Project applications from General Operating Support grantees should be for new programs or significant expansion of existing programs.

Eligible Applicants

Virginia not-for-profit organizations, units of government, or educational institutions that meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document. Each department of a college or university is considered to be one applicant.

Eligible Activities

- Commissions of new works of art
- Performances, exhibitions, film or video screenings, readings, and publication of literature
- Operating support for new and emerging arts organizations (organizations whose primary purpose is the arts, that are three years old or less, and that had a previous year's income of less than \$50,000)
- Artist residencies
- Workshops, seminars, classes
- Guest artists
- Educational programs of arts organizations
- Classes or other training in all disciplines of the arts
- Summer arts camps
- Scholarships for young people for arts instruction
- Arts festivals
- Architectural feasibility studies
- Surveys and planning
- Conferences
- Information and advisory services to artists and arts organizations
- Space and equipment for artists
- Touring events from out of state
- Transportation for school children, older adults, and other special groups to attend arts events

NOTE: General operating support or annual budgets for established organizations are not considered projects and are ineligible.

Deadlines

Applications must be received on or before –

March 1, 2004, for projects taking place between July 1, 2004, and June 30, 2005

March 1, 2005, for projects taking place between July 1, 2005, and June 30, 2006

Amount of Assistance

Generally, the grant amounts will be between \$1,000 and \$10,000. Applicants may submit more than one application for a combined total of no more than \$10,000. The Virginia Commission for the Arts will rarely grant more than 50% of the cash costs of any project. Organizations receiving General Operating Support from the Commission should not include overhead costs in the project budget.

Criteria for Evaluating Applications

- Artistic quality of the proposed project
- Effective management of the applicant organization
- Extent to which the proposed project meets the needs of the community and/or state
- Financial need of the applicant for the requested grant
- Cost effectiveness of the proposed project

Fiscal Agents

A not-for-profit, tax-exempt Virginia organization or government unit may act as fiscal agent for a Project Grant request by an individual or organization that is not tax-exempt or not incorporated in Virginia. The fiscal agent must sign the application and, if a grant is received, is legally responsible for the completion of the project and for the proper management of the grant funds. The Commission requires that a fiscal agent have a written agreement with the individual or organization that will actually administer the project, to avoid misunderstandings. The Commission requires a signed copy of the written agreement between the two parties as part of the application.

Application Review Procedure

Applications will be reviewed by the area advisory panels and approved by the full Commission, following the same review procedure as the General Operating Support applications. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).

Technical Assistance Grants

(See Major Issues section and General Policies)

Purpose

To assist arts organizations in improving their artistic quality, community service, or management.

Description

These grants are designed to provide outside help for organizations on particular problems. The Commission staff will help organizations find the appropriate consultants or workshops for their needs, if requested.

Eligible Applicants

Virginia organizations whose primary purpose is the arts (excluding units of government, and educational institutions) and that meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document.

The organizations must be incorporated in the state and have their headquarters and home seasons, or activities equivalent to a home season for non-producing organizations, in the state.

Eligible Activities

- Short term consultations on particular artistic or organizational problems, with the staff of the applicant organization carrying out the resulting plan of action.
- Sending administrators, board members, and other authorized representatives to conferences or seminars which will increase job effectiveness.
- Purchase of computer hardware and software.

Deadline

Applications are accepted throughout the year, at least four weeks before the proposed activity occurring between July 1, 2004, and June 30, 2006.

Amount of Assistance

Up to \$500 each (non-matching), total not to exceed \$1,000 per year, for organizations with annual incomes of \$50,000 or more.

Up to \$750 each (non-matching), total not to exceed \$1,500 per year for organizations with annual incomes of less than \$50,000.

These limits may be waived for organizations providing a technical assistance activity for several organizations in one geographic area or for a statewide group of organizations working in the same art form.

Criteria for Evaluating Applications

- Need by applicant organization for the proposed activity
- Financial need of the organization for the requested grant

Application/Review/Payment Procedure

1. Applicants submit application forms at least four weeks before the proposed activity. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).

2. The Commission staff reviews proposals. Notice to applicants of decisions is generally prompt.
3. After receiving confirmation of a grant, the grantee may proceed with the activity. Upon receipt of a brief narrative and financial report, the Commission will authorize payment to the grantee. Final reports must be received within the fiscal year during which the grant was awarded and before June 15.

Local Government Challenge Grants

Purpose

To encourage local governments to support the arts.

Description

The Commission will match, up to \$5,000, subject to funds available, tax monies given by independent town, city, and county governments to arts organizations. The money, which does not include school arts budgets or arts programming by parks and recreation departments, may be granted either by a local arts commission/council or directly by the governing board.

Eligible Applicants

Independent city, town, or county governments in Virginia.

Eligible Activities

Grants to independent arts organizations for arts activities in the locality. The Commission does not match payments paid to performers for specific performances. Local governments seeking such funding should apply in the Performing Arts Touring Assistance Program.

Deadlines

Applications must be received on or before -

April 1, 2004, for local government grants awarded in 2004-2005

April 1, 2005, for local government grants awarded in 2005-2006

NOTE: A local government that has not approved its budget by the grant deadline may apply conditionally and confirm the application by July 1.

Amount of Assistance

Up to \$5,000, subject to funds available. Local government match must be from local government funds; federal funds may not be included.

Criteria for Evaluating Applications

- Artistic quality of the organizations supported by the city/county/town

- Clearly defined policies and procedures for awarding local funds to arts organizations
- Degree of involvement of artists and arts organizations in the local process of awarding grants
- Responsiveness to community needs
- Evidence of local government support of the arts

Application/Review/Payment Procedure

1. Local governments submit complete application forms by the deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. The Commission staff reviews each application for completeness and eligibility.
3. The Commission staff makes recommendations on levels of funding for each application.
4. The Commission reviews the staff recommendations and takes final action on the applications.
5. Each local government will confirm in writing to the Commission that its governing board has appropriated the matching funds. The Commission will pay the grant in full after receiving this confirmation.

Touring Assistance Program

(See Major Issues section and General Policies)

Purpose

To increase opportunities for Virginians to experience high-quality performing arts events.

Description

This grant program supports touring by Virginia performing artists and ensembles within the state. The touring activities are restricted to those listed in the Commission's annual *Tour Directory*. Any not-for-profit organization meeting the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document can apply to receive a touring assistance grant to support these activities. Grants are made to the presenter, not to the touring artist(s).

Touring artists apply to be listed in the *Tour Directory* with a set dollar amount reserved to support their touring as outlined below.

Eligible Applicants for Tour Directory Listing

Virginia performing artists and performing arts ensembles. Individual students or organizations whose members are primarily PK-12 or undergraduate college students are not eligible for inclusion in the *Tour Directory*.

Eligible Activities

Programs listed in the *Tour Directory* which take place outside of the home area of the touring artist(s).

Deadline for Artists

Intent to apply must be received on or before -

January 15, 2004, for artists/ensembles not listed in the current *Tour Directory*

Applications must be received on or before -

April 1, 2004, for the touring season of July 1, 2005, to June 30, 2006

Criteria for Evaluating Applications

- Artistic excellence
- Effective management
- Availability of similar touring programs in the state
- Cost-effectiveness of the proposed tour
- Evidence of presenter interest in the proposed tour
- Impact of the proposed tour on the career of the touring artist or organization

NOTE: If the Commission allocates less than \$25,000 for any artist or ensemble for the 2005-2006 tour, that artist/ensemble is eligible to compete for unused touring funds after December 1, 2005, up to a total allocation for the year of \$25,000. If the Commission allocates \$25,000 or more for any artist's/ensemble's 2005-2006 tour, that artist/ensemble will not be eligible to compete for unused touring funds after December 1. (See "Application Procedure" for more explanation.)

Application/Review Procedure for Touring Artists and Ensembles Wishing To Be Listed in the Tour Directory

1. Artists/ensembles not listed in the current *Tour Directory* should notify the Commission staff in writing by January 15th of intent to apply. This intent to apply notification should include a schedule, including dates, times, and locations, for performances taking place between the end of January and the first of May. The Commission staff will attempt to schedule a site evaluator visit to a performance but will not guarantee such evaluations. These artists/ensembles should submit a complete application to the Commission by April 1, 2004. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. Artists/ensembles listed in the current *Tour Directory* will be notified by the Commission by the first of February what applications materials will be required by the April 1 application deadline. These artists/ensembles will be evaluated by the advisory panel in alternating years. Each applicant is required to submit an application annually for continued listing in the *Tour Directory*.
3. The Touring Program advisory panel will consider the proposals and make recommendations to the Commission. The Commission will approve artists/ensembles for touring support and reserve a block of funds for each. Decisions will be announced in June, 2004.
4. The funding reserved by the Commission for each touring artist/ensemble will be held for potential presenters from March 15, 2005, until December 1, 2005.
5. In the fall of 2004, the Commission will distribute the 2005-2006 *Tour Directory* with information about artists and ensembles eligible for touring support and descriptions of their touring programs.

6. The Commission will begin accepting touring assistance applications from presenters on March 15, 2005. Applications submitted before that date will be returned.
7. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts. Applications must be received by the Commission at least four weeks prior to the event and no later than December 1.
8. The Virginia Commission for the Arts awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Grant award letters are generally mailed two weeks after receipt of each presenter's application by the Commission.
9. If an artist/ensemble listed in the *2005-2006 Tour Directory* has booked a tour and used all of its original allocation prior to December 1, 2005, it may book additional performances and encourage the presenters to apply to the Commission's "wait list" on a first-come first-served basis for funds which have gone unused by other artists/ensembles. It is the responsibility of the artist/ensemble to explain that there is no guarantee of funding in this situation.
10. After December 1, 2005, the Commission will pool any uncommitted touring funds and award them to presenters on the "wait list" or other presenters which apply to support activities of eligible artists/ensembles.
- NOTE:** Artists/Ensembles which are awarded an allotment of \$25,000 or greater may **not** receive any additional support under the procedure in #9 and #10.
11. No applications for funding will be accepted after December 1.
- NOTE:** Performers must notify the Commission of any significant changes in the programs to be toured, the performers, and the fees.

Information for Presenters of Virginia Touring Artists/Ensembles

Eligible Applicants

Virginia not-for-profit organizations, units of local government, or educational institutions that meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document.

Deadline

Presenters should send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Commission at least four weeks prior to the event, and before December 1.

Amount of Assistance

The Commission will fund up to 50 percent of the fee for any touring program listed in the Virginia Commission for the Arts *Tour Directory*, subject to the overall limit for each touring artist/ensemble.

Application/Review/Payment Procedure for Presenters

1. In the fall the Virginia Commission for the Arts distributes its *Tour Directory*, listing basic information about the artists and ensembles eligible for tour support and descriptions of the touring program for the following July 1 - June 30 fiscal year.

2. Touring artists/ensembles and presenters begin scheduling and signing contracts. All negotiations regarding type and schedule of activities, fees, technical needs and promotional efforts are the responsibility of each touring artist/ensemble and its presenters, and the resulting arrangements should be included in the contract.

The Commission's share, however, will not exceed 50 percent of the contracted fee. Fees and all local costs are the responsibility of the presenters. A presenter's total costs will depend on the touring artist's/ensemble's fee, facility costs, promotion costs, and other local factors.

Each contract must contain language referring to the requested amount of presenter touring assistance.

3. Presenters send applications for touring support, including copies of signed contracts with touring artists/ensembles, to the Virginia Commission for the Arts at least four weeks before an event and before December 1. The Commission does not accept application materials via facsimile transmission or other electronic means (*e.g.* e-mail).

4. The Commission awards touring support grants to presenters of a particular artist/ensemble on a first-come, first-served basis from that artist's/ensemble's allocation. Presenters should not consider touring grants automatic but should wait for confirmation. Grant award letters are generally mailed two weeks after receipt of each contract by the Commission.

5. For grant awards of over \$100 the Commission will send 85 percent of the grant to the presenter before the scheduled touring program. The Commission will pay the final 15 percent of the grant after receiving the final report. For grants of \$100 or less payment will be made after the Commission has received the final report.

6. Presenters submit touring evaluations to the Virginia Commission for the Arts within 30 days after each event.

7. If any presenter receiving subsidy for one of these touring artists/ensembles has actual income in excess of expenses, the presenter must use these additional funds for other arts activities, and the Commission must approve the use of any of these excess funds up to the amount of the grant.

Artist Fellowships

Purpose

To recognize the creative excellence of individual Virginia artists and to support their pursuit of artistic excellence

Description

A limited number of fellowships are available to professional creative artists living in Virginia. Funding in this category is highly competitive. In past years approximately 10% of the applicants have received funding. Specific arts disciplines will be eligible for support each year on a rotating basis, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

Eligible Applicants

Artists who are legal residents of Virginia at the application deadline and who plan to remain in the state for the coming year. A legal resident has a valid Virginia driver's license and/or pays income tax in Virginia and/or is a registered Virginia voter. Applicants must be at least 18 years of age. An individual may apply in only one category per year and may receive only one fellowship from the

Commission within any four year period.

Deadlines

Applications must be received on or before –

August 2, 2004, for applications in artistic disciplines that will be announced in June of 2004, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

August 1, 2005, for applications in artistic disciplines that will be announced in June of 2005, depending upon the amount of state and federal funding available to the Commission. Artists should confirm with the Commission staff the categories to be funded each year.

Amount of Assistance

\$5,000. Artists are not required to provide matching funds.

Criteria for Evaluating Applications

- Quality of the applicant's work as demonstrated by the work samples submitted
- The applicant's record of professional arts activity and achievement as reflected in the resume
- Potential for the fellowship resulting in significant development in the career of the applicant

Application Review/Payment Procedure

1. Artists submit complete application forms by the deadline. The Commission does not accept application materials via facsimile transmission or other electronic means, such as e-mail.
2. Applications are reviewed by an advisory panel of professionals in the appropriate discipline. The panels make their recommendations after group discussion.
3. The Commission makes the final decision on all applications.
4. Artists approved for fellowships receive the full amount in one payment. Artists are required to send a brief narrative report on their professional activities during the fellowship period at the end of a year.

Writers in Virginia Program

(See Major Issues section and General Policies)

Purpose

To stimulate and support literary readings and workshops throughout the state by Virginia poets and fiction writers.

Description

This grant program provides subsidy for readings and workshops by Virginia writers in a wide

variety of settings.

Eligible Applicants

Virginia not-for-profit organizations, units of government, or educational institutions that meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document. Writers interested in being listed in the [Writers in Virginia Directory](#) should contact the Commission office.

Eligible Activities

Readings or workshops by poets and fiction writers listed in the [Writers in Virginia Directory](#) (available from the Virginia Commission and on the Commission's web site).

NOTE: There is a limit of five grants per year for subsidies of readings or workshops by any one writer under this program. Sponsors may also apply for subsidy of readings or workshops by other writers that meet the criteria for inclusion in the *Directory* and that have been approved by the Commission review committee. The criteria are based on publication: a published book of fiction or poetry or three published short stories or six published poems. Self publication or school publications, "vanity" press, newspapers, and newsletters and membership magazines are excluded. To be eligible, a writer must either live in Virginia currently or have a significant Virginia connection.

Deadline

Applications are accepted throughout the year, at least four weeks before the reading or workshop occurring between July 1, 2004, and June 30, 2006.

Amount of Assistance

Up to 50 percent of the writer's fee, with a maximum of \$250. Sponsors may receive a total of \$500 in any year. Grants are awarded on a first-come, first-served basis until all funds are committed.

Application/Review/Payment Procedure

1. After a literary event has been arranged with the time, place, and writer's fee set, the sponsoring organization submits a complete application to the Virginia Commission for the Arts at least four weeks before the proposed reading or workshop. The Commission does not accept application materials via facsimile transmission or other electronic means (*e.g.* e-mail).
2. The Commission staff reviews each application for eligibility and completeness. The organization will be notified within two weeks if a grant is awarded.
3. Payment on the grant will be made after the event has taken place and the sponsor submits a confirmation form to the Virginia Commission for the Arts.

ARTS EDUCATION PROGRAMS

Arts Curriculum Development Grants

(See *Major Issues section and General Policies*)

Purpose

To advance the goal of making curriculum-based, sequentially-organized arts instruction taught by certified arts specialists part of the core curriculum of all elementary and secondary schools in Virginia.

Description

This program is designed to promote the planning and development of curriculum-based, sequentially- organized arts instruction taught by arts specialists in elementary and secondary schools. It also provides an impetus for long-range strategic planning within a school division. Funding may be requested to support up to 50 percent of the eligible cash cost of an initiative.

Funding may be used for curriculum design, workshops, consultants, in-service training, and other initiatives designed to promote the importance, as well as the planning and development of curriculum-based, sequentially-organized arts instruction. The Commission may give preference to those initiatives which have division-wide, regional or state-wide significance, are collaborative efforts involving local schools, colleges, arts education associations/advocacy groups, etc., or which benefit underserved constituencies.

Eligible applicants may receive no more than two Arts Curriculum Development Grant awards, or a maximum of \$5000, within the Commission's fiscal year. Funding must be matched (at least) 1:1. In-kind contributions are not allowed as part of the match. The maximum award will be up to \$2,500. Funds from other Commission programs may not be used as part of the matching funds.

Eligible Applicants

All Virginia public schools (PK-12) and private schools which meet the Commission's [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document which do not offer curriculum-based, sequentially-organized arts instruction taught by an arts specialist or which wish to significantly expand existing curriculum- based arts instruction may apply.

Professional arts education associations/arts education advocacy organizations, and institutions of higher education are eligible to apply for funding in partnership with an elementary or secondary school or a school division.

Eligible Activities

(including but not limited to the following)

- Model/pilot arts curricula initiatives in eligible schools in visual art, music, theatre/drama, dance, creative writing, media arts, and architecture. (For example, a consultant, educator, or artist - or a team - might work with the school division to develop a theatre/drama curriculum for five elementary schools in the division.)
- Curriculum model development for making curriculum-based arts instruction part of the core curriculum. (For example, an eligible school might pilot a dance curriculum.)
- Development of arts assessment methods and tools.
(For example, arts teachers in a school division might pilot portfolio assessment methodology.)
- Professional development opportunities (including summer institutes) for teachers and/or administrators which provide training in arts curricula development. (For example, a college might work with a professional arts education association and a school division to offer professional development workshops for teachers who will be developing arts curricula and arts assessment tools.)

- Symposia and conferences to address current arts education issues of regional or statewide significance. (For example, a professional teachers association or school division might hold symposia on school-community strategic partnerships or offer leadership training for cultural institutions, schools and the community in order to foster support for curriculum-based, arts instruction taught by arts teachers.)
- Design and implementation of an arts education strategic plan with goals, objectives, timeline, tools and action strategies designed to increase public awareness about and support for curriculum-based arts instruction. (For example, a school division could enlist the support of community arts organizations, parents, and teachers to help organize a series of meetings with key community and business leaders to discuss the connections between the arts and the skills students will need to succeed in today's work force. An advocacy committee could develop strategies for how curriculum-based, sequentially-organized arts instruction can be included in the core curriculum of a school/school division.)

Grant awards are not limited to a single initiative and may support a series of related endeavors. Grants are for specific school-based arts education initiatives, not for general operating support of an organization or institution. Funding should be regarded as seed money to begin planning for or implementing curriculum-based, sequentially-organized arts instruction in a school or a school division. Funds should not be requested for efforts/initiatives that can be sustained only with continued Commission funding.

Ineligible Activities

- exhibits of student work
- artist residency activities
- performing group tours
- replacement funds for current programming
- start-up costs for schools
- after-school programs
- competitions or award programs
- commissions of new works
- purchase of permanent equipment or capital expenditures
- employment for full-time or permanent staff
- scholarships or other forms of student financial aid
- construction or renovation of physical facilities
- fundraising projects/receptions/lobbying activities

Deadlines

Applications must be received on or before –

April 1, 2004, for initiatives taking place between July 1, 2004, and June 30, 2005

April 1, 2005, for initiatives taking place between July 1, 2005, and June 30, 2006

Criteria for Evaluation

- *Curriculum* - applicants must describe the extent to which the initiative promotes or will promote the development of curriculum-based, sequentially-organized arts instruction taught by an arts specialist in a school or school division; how it advances the study of the arts in a participating school or school division; how it will provide training/resources for teachers/administrators and the community; how it promotes the need for/value of arts specialists in a school/school division, etc.
- *Description of the Initiative* - applicants must describe the participants, organizations, associations, and individuals served by the initiative; the educational goals and objectives of the initiative; and how the initiative addresses specific arts education needs, issues, concerns, etc.
- *Planning and Implementation* - applicants must describe the current status of arts instruction, the planning committee, the involvement of teachers, administrators, parents, organizations, community and business leaders, artists, and describe who will be responsible for specific components of the initiative.
- *Personnel* - applicants must describe the qualifications of those involved with the initiative and attach current professional resumes and samples of work - up to 6 slides, a cued audio or video (VHS only) cassette, etc. - if applicable.
- *Financial Information* - applicants must develop a detailed budget for the initiative; describe the financial commitment of each partner; describe how this initiative will be funded in future years; outline plans for seeking additional support, etc.
- *Documentation and Evaluation* - applicants must describe plans for documenting and assessing the progress of the initiative; how the initiative will be evaluated; describe who and what will benefit from the initiative; describe the design of all assessment and evaluation tools and the qualifications of the individuals who will design those tools, etc.

Amount of Assistance

Arts Curriculum Development Grants may fund up to 50 percent of the initiative's eligible cash cost or \$2,500, whichever is less. Applications for less than \$500 will not be considered. Grant awards must be matched on a one-to-one cash basis. In-kind (non-cash) contributions may not be used as part of the match.

Application/Review/Payment Procedure

1. Applicants submit complete application forms by the deadline. The Commission does not accept application materials by facsimile transmission or other electronic means (*e.g.* e-mail).
2. All Arts Curriculum Development Grant applications are reviewed by the Commission's Arts in Education Advisory Panel. Panelists are appointed by the Commission from a list of artists, administrators, educators, arts administrators, and community members nominated from all areas of Virginia.
3. The Arts in Education Panel makes funding recommendations; the Commission makes all final funding decisions.

Artists in Education Residency Grants (PK-12)

(See Major Issues section and General Policies)

Information for Residency Sponsors

Purpose

To place professional artists of various artistic disciplines in residencies directed toward elementary and secondary students and their teachers. Residencies must be designed to reinforce the scope and sequence of curriculum-based arts instruction provided by the school/school division.

Description

This program places professional artists of various disciplines listed in the Commission's current [Artist Roster](#) in residencies directed toward elementary and secondary students and their teachers. The program reinforces the scope and sequence of curriculum-based arts instruction and arts activities in the community by providing participants an opportunity to work with a professional artist.

Each residency must work toward addressing the following: the value of high-quality, meaningful arts education in the school curriculum; highlighting the importance of the artist as a professional; the promotion of the artist as a resource for students, teachers, and the community; the development of analytical and critical skills in appreciating quality performances and works of art; and the importance of the arts as essential components of a complete education and a valued part of community life.

Each residency must include core group (intensive training) student workshops, at least one formal teacher workshop conducted by the artist, community performances/exhibitions and activities/workshops, on-site studio time for the artist, and general student workshops/activities. All residency activities take place at a school during the regular school day.

Eligible Applicants

Virginia elementary and secondary schools which meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document are eligible to apply for funding through this program. Private, federally tax-exempt schools that are in compliance with the Civil Rights Act and the Rehabilitation Act may also submit applications. School divisions may also apply on behalf of several schools; however, they must comply with all Commission requirements regarding the minimum length of each residency, residency components, on-site coordinator, etc. Tax-exempt arts, service, and civic organizations may work in partnership with the local school(s) in planning and implementing the residency program. Activities must take place in a school during the regular school day. Grant funds may not be used for teachers presently working within the school/school division or the organization/institution.

Required Components

All Commission-funded artist residency programs must include the following components at each participating school/site:

- *Core Group Workshops* - a small group of interested students who work with the artist each day of the residency to receive intensive training through a minimum of 10 sessions;
- *General Workshops* - larger student groups, school-wide lecture/demonstrations, presentations,

performances, etc.;

- *Teacher Workshop* - at least one formal workshop conducted by the artist(s) for faculty and staff either before, during, or following the residency;
- *Studio Time* - each artist must be provided with on-site studio space and time - up to 50 percent of the total time - at each school/site for personal work during the residency; and,
- *Public Activity* - a community workshop, performance, exhibition which is open to the general public, etc. must be included as part of the residency.

NOTE: If a residency program is sponsored by a school division or an organization on behalf of several individual schools, all components are required in each participating school. Applicant schools or organizations co-sponsoring residencies must plan with and implement a residency for each participating school, select an on-site coordinator for each site, and evaluate each site's residency program. Applications submitted by a school division on behalf of several schools must designate a local on-site coordinator for each school, include all required components at each school, develop a residency schedule for each school which places the artist(s) in each school for the minimum number of full school days, involve representatives from each participating school in the planning and evaluation processes, and evaluate each school's residency. Returning applicants proposing the same discipline for more than two years must describe how the residency is different in the third year and the impact past residencies have had on the school or organization, the participants and the curriculum.

Criteria for Evaluating Applications

- *Complete, Concise Program Description* – applicants must describe each of the required components and how the components will work together; who will participate and the selection process for students. A sample schedule of components for the artist(s) should be included; how/why the artistic discipline (medium) was selected; how the residency will reinforce the scope and sequence of the curriculum-based arts instruction provided by the school; how it will expand upon previous residencies, etc.
- *Residency Planning and Evaluation Components* - applicants must describe the planning process, list the members of the planning team/committee, describe efforts to involve a wide range of views/perspectives, discuss the artist's involvement in the planning process, describe the residency program evaluation and student assessment processes and the results of previous residencies.
- *Integration of Residency Components with Existing Arts Curriculum/a* - applicants must clearly describe the curriculum-based, sequentially-organized arts instruction currently provided by an arts specialist employed by the school or school division and how the proposed residency and its components will reinforce the scope and sequence of the existing arts instruction, as well as how the residency will promote the arts as essential for a complete education.
- *Financial Information* - applicants must provide a residency budget which includes salary for the artist(s), travel expenses for the artist(s), consumable supplies for the residency workshops, one on-site pre-residency artist-sponsor planning day, and expenses for eligible program documentation. The cost-effectiveness of the budget will be reviewed, and the financial commitment of the school or school division and financial need will also be considered.
- *Administrative Ability of Local On-Site Coordinator(s)* - applicants must provide a professional resume for each school's local on-site coordinator and any other administrator responsible for residency planning, implementation or evaluation.

NOTE: Priority will be given to long-term residencies; however, first-time applications from individual schools or on behalf of individual schools may be for residencies of from three to nine full school days. All other residencies must be at least 10 full school days at each participating school/site.

Amount of Assistance

Generally, the Commission will award no more than 50 percent of the total cash cost of the residency program. First-time applicants, however, may request up to two-thirds (2/3) of the total eligible cash cost of the residency. In-kind (non-cash) contributions are not allowable as part of a match for this program.

Only the following residency expenses are allowable:

- Salary for the resident artist(s)
- Consumable materials for the artist's workshops
- Consumable materials for the workshop participants
- Travel (standard rate per mile) for the residency artist(s)
- Program documentation (audio or video tapes, slides)
- Honorarium and travel expenses for the artist(s) for one on-site pre-residency planning day (to take place during the fiscal year of the grant award and prior to the residency)

The *Arts Education Resource Book* provides recommended salary levels and other information concerning the budget. Funds from other Commission programs may not be used to match any portion of residency income. Generally the Commission will not fund the same type of residency and/or the same artist(s) in the same school or school division for more than three years. Applications which involve the same discipline in the same school division with many of the same artists must include an explanation as to how this program differs substantially from past programs and why the same discipline or artist was selected.

General Requirements

All applicants must read the current *Arts Education Resource Book* and the Commission's current *Guidelines for Funding* prior to planning a residency application. Changes in the residency program, artistic or administrative personnel, budget, scheduling, location, etc. must be approved by the Commission before the residency begins. Requests for approval must be in writing and must include all necessary information for a proper evaluation of the request. Non-compliance with this policy, or any other policy of the Commission, can result in loss of funding. All residencies require contracts between sponsors and artists. The contract must detail all requirements and expectations of the residency sponsor, payments, purchase of supplies, ownership of works created during the residency, scheduling, etc. A sample contract is included in the handbook. All Commission grantees are required to acknowledge the support of the Commission and the National Endowment for the Arts in all press releases, brochures, interviews, publications, web sites, and other materials or publicity for Commission-funded projects/residencies.

Application/Review/Payment Procedure

1. Applicants submit complete application forms by the deadline. Applications must be received by the Commission on or before the published deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. All Artist Residency Program applications are reviewed by the Commission's statewide Arts in Education Advisory Panel. Panelists are appointed by the Commission from a list of artists, administrators, educators, arts administrators, and community members nominated from all areas of Virginia.

3. The Arts in Education Advisory Panel makes funding recommendations; the Commission makes all final funding decisions.

The Commission will pay a portion of each grant at the beginning of the school year. The final payment will be made after the Commission receives and approves the year end report/evaluation forms. Final reports must be submitted within 30 days following the completion of the residency and before June 15.

Sponsor Deadline

Applications must be received on or before –

April 1, 2004, for residencies occurring between July 1, 2004 and June 30, 2005

April 1, 2005, for residencies occurring between July 1, 2005, and June 30, 2006

Information for Artists

All artists interested in participating in any Commission-funded residency program are required to submit an application (and supporting materials) to the Commission for consideration by the statewide *Artist Roster* Panel(s). The Commission offers a directory of the artists (by discipline) selected for the *Roster* to potential residency sponsors upon written request. The *Roster* is also available online. Residency sponsors are required to select their artist(s) from the artists included on the *Roster*. Although the Commission may elect to approve an artist for one year only, artists may be approved for inclusion in the *Roster* for up to four years.

Application Procedure

The Artists in Education Residency Program of the Commission seeks qualified artists to be placed on the Commission's residency program [*Artist Roster*](#). Inquiries from professional, practicing artists are welcome. The *Roster* includes the following artistic disciplines: architecture/design, crafts, dance, film/video, folk arts, music (performance and composition), poetry/fiction, theatre, and the visual arts. Artists selected have demonstrated extensive experience in their field(s) and a strong commitment to working in the schools.

Artists interested in submitting an application to the Commission must have exceptional credentials and strong reputations in their field(s), and should derive most of their income from their creative work as artists. Applicant artists should be able to demonstrate prior teaching experience in schools (PK-12 in particular), should enjoy working with education professionals such as teachers, arts specialists, and administrators, and parent/teacher group representatives from the community. In addition, the artist must have a well-developed, age-appropriate residency plan (outline) addressing the required residency components for submission as part of the Commission's application. Artists selected for the *Roster* should expect to be interviewed by residency sponsors and must be prepared to work with applicant schools, school divisions, and eligible arts organizations in planning and preparing residency program (sponsor) applications for submission to the Commission.

Residencies may be from 10 full days to an entire school year. First-time residency sponsors may develop residencies of from 3 full days to an entire school year. The Commission does not set daily rates for artists; however, the agency suggests a payment of \$125 per day. Fees are negotiated directly with residency sponsors. Artists are in residence at each participating site for full school days. All elementary and secondary school residencies include several required components; student workshops, core group workshops, at least one formal teacher workshop, studio time (on-site) for the artist, and public activities. Inclusion on the *Artist Roster* will not guarantee participation in a residency program. Involvement in a previous Commission-funded residency will not guarantee selection for the roster. The Commission will not serve as a booking agent for the artist. Artists

included on the *Roster* are expected to be available during the school year but are not required to accept a position if offered.

Artists are expected to familiarize themselves with the residency program policies and procedures of the Commission prior to submitting an application. Applicant artists should request a copy of the Commission's *Guidelines for Funding, 2004-2006* from the offices of the Commission.

Artists who have been on the *Roster* for four years may send an updated resume and a letter to the Commission by August 2, 2004 or August 1, 2005, stating their interest in continuing to be on the *Roster*. If an artist does not demonstrate a record of substantial public performances, publications or exhibitions of work or if there are concerns about the individual's work in the schools, that artist will be notified and he/she will be required to submit a full application for the *Roster* by September 1, 2004, or September 1, 2005, to be reviewed by the panel and Commission. Artists who have been on the *Roster* for four years who do not submit an updated resume and a letter expressing interest in continuing to be on the *Roster* by August 2, 2004, or August 1, 2005, must complete and submit a full application by the published deadline.

Eligible Applicants

Applicant artists may be Virginia-based or may reside out-of-state.

Review Process

Applications and supporting materials will be reviewed by the Commission's *Artist Roster* panel made up of representatives of the literary arts, performing arts and visual arts. The panel is comprised of individual artists, arts educators, members of the Commission's Arts in Education Advisory Panel and arts administrators familiar with the Commission's residency program. The panel reviews each artist's professional expertise, credentials, and quality of work; the residency description; demonstrated ability and desire to work with elementary and secondary students and their teachers; and prior residency experience.

Required Supporting Materials

- *Resume* - All artists must submit a current professional resume. A copy of the resume must be attached to the original and each photocopy of the application. The resume must be up-to-date and should include professional experience (performances, concerts, commissions, exhibitions, publications, etc.), as well as education/training information, degree(s) earned, prior workshop or residency experience, professional affiliations, honors and grant awards. The information should be categorized and listed chronologically with the most current information listed first in each category.
- *Personal Statement* - All artists must submit a statement of philosophy. This one-page statement should address the reasons for participation in residencies and what the artist would bring to the program. A copy of this statement must be attached to the original and each photocopy of the application. The one-page statement may be no more than 150 words.
- *Letters of Reference* - Two current letters of reference must also accompany the application. The letters should be submitted by individuals with whom the artist has worked in a professional capacity. The letters should address work as an artist, as well as work in residency settings and other related activities or experience. These letters should accompany the application. One copy of each letter of recommendation must be attached to the original and to each photocopy of the application.
- *Sample(s) of Work* - All artists must submit the appropriate samples of current work by the artist with the application. Samples of work should demonstrate and/or support the discipline(s), media or areas of focus described in the residency description. Original works of art will not be accepted.

Architecture/Crafts/Visual Art - All artists in these disciplines must submit properly mounted slides (no more than six) with the application. Each slide must be clearly labeled with the artist's name and the top must be indicated. A slide list (including name, medium/media, size, date of completion) of the work(s) shown must accompany the slides. If proficient in more than one medium the artist should submit up to six slides representing each medium. Slides will be returned only if a stamped, self-addressed envelope is provided by the artist. Do not send original works of art.

Folk Arts/Music - Musicians must submit one high-quality audio cassette or compact disc recording of a performance, composition or work conducted. A brief description of the work(s) included on the CD or cassette (including timing, date, performance site) must be included with the cassette. A high-quality video tape (VHS only) may be submitted, but the audio portion of the recording may not be sufficiently enhanced to adequately demonstrate the artistry of the performer. Performing folk artists should submit CDs, audio cassettes (or VHS video tapes). All tapes must be cued to the appropriate selection. The panel will review up to five minutes of the recording submitted by each artist. Audio/video cassettes and CDs will be returned only if a stamped, self-addressed envelope is provided.

Dance/Theatre/Storytelling/Media (film/video) - Dancers, theatre artists (including storytellers and mime artists) and media artists must submit one VHS video tape. All tapes must be cued to the appropriate selection. A cue sheet indicating timing(s) and a description of the selection(s) must accompany the video tape. The panel will review up to five minutes of the recording submitted by each artist. Video cassettes will be returned only if a stamped, self-addressed envelope is provided by the artist.

Creative Writing (poetry/fiction) – Writers must submit samples of published work – up to 10 pages of poetry or fiction. The artist must attach a copy of the sample(s) to the original and each photocopy of the application. Do not send books, manuscripts, plays, anthologies, etc.

Artist Deadline

Applications must be received on or before –

September 1, 2004, for eligibility beginning with the 2005-2006 academic year

September 1, 2005, for eligibility beginning with the 2006-2007 academic year

Teacher Incentive Grants

Purpose

To provide financial assistance to classroom teachers (PK-12) to develop creative projects which link the arts with non-arts curricula or non-arts learning objectives.

Description

This grant category offers financial assistance to individual teachers to provide special arts resources or programming for a classroom project, to hire arts consultants or professional artists, or to purchase consumable supplies for the arts integration project described in the application. Projects may involve visual art, creative writing, theatre, music, dance or a combination of artistic disciplines.

Eligible Applicants

Certified elementary and secondary classroom teachers, in any discipline, currently employed by Virginia educational institutions (PK-12) which meet the [Basic Eligibility](#) criteria on page 6 of the printed Guidelines and this document may apply for funding through this program. An individual may receive only one grant award during each grant period.

NOTE: If for any reason the teacher selected cannot initiate or complete the project described, the funds must be returned to the Virginia Commission for the Arts.

Eligible Activities

- Artists
- Arts Consultants
- Consumable supplies for the arts project described in the proposal

Amount of Assistance

Up to \$300

Deadlines

Applications must be received on or before -

October 15, 2004, for activities between January 1 and June 30, 2005

October 17, 2005, for activities between January 1 and June 30, 2006

Criteria for Evaluation

- *Arts at the Core* - applicants must describe how the arts project will be integrated with non-arts curricula or a non-arts unit of study; cite and describe connections with [Virginia's Standards of Learning](#) objectives in non-arts subjects; describe expected results; describe an artist's or consultant's qualifications; and must include a budget detailing expenses and all sources of income.
- *Creativity, Innovation, Learning* - applicants must describe how/why the project is unusual/unique, the expected benefits for participants, and the project's impact on instruction in the classroom.

Application/Review/Payment Procedure

1. Teachers submit completed application forms and required photocopies by the deadline. Applications must be received by the Commission on or before the published deadline. The Commission does not accept application materials via facsimile transmission or other electronic means (e.g. e-mail).
2. All Teacher Incentive Grant proposals are reviewed by a statewide panel which makes funding recommendations to a subcommittee of the Virginia Commission for the Arts.
3. The subcommittee makes final funding decisions. Grant awards will be paid in full before the start of the project. Payments to public schools may be made to the school division office.

SUGGESTIONS TO APPLICANTS FOR FINANCIAL ASSISTANCE

- Applicants should read the “[General Policies](#)” section as well as the guidelines for a particular grant program. General Policies apply to all grantees of the Commission.
- New applicants to the Commission should contact the Commission staff as soon as possible for information on application procedures.
- Applicants are responsible for complying with the instructions and Certification of Assurances attached to each application form.
- Each applicant should include the names of the advisory panelists, the members of the Commission, and the Commission staff on all mailing lists, and regularly notify them of activities and events. The addresses are available from the Commission office. The panelist lists are updated each year.
- The Commission staff will answer any questions about the grant programs, assist applicants in completing the forms, and review drafts of grant applications, if requested at least four weeks before the grant deadlines.
- Each year the Commission staff conducts application assistance workshops around the state to explain the different grant programs and application procedures. Applicants are encouraged to attend one of the workshops.
- All advisory panel and Commission meetings are open to the public. Applicants and others may observe the meetings. The dates and locations of the meetings are available from the Commission office.

COMPLAINTS PERTAINING TO CIVIL RIGHTS COMPLIANCE

Any person who believes that a grantee of the Virginia Commission for the Arts is not in compliance with either the Civil Rights Act of 1964, the Americans with Disabilities Act, or Section 504 of the Rehabilitation Act of 1973 may file a written complaint with the Executive Director of the Commission. The letter of complaint should include information about the dates, location, and specific aspects of the grantee’s activities that may not be in compliance. The staff of the Commission will attempt to resolve the matter informally, if possible, by meeting with the grantee and the complainant. If the staff of the commission determines that the grantee is in full compliance with civil rights requirements, the Director of the Commission will so inform the grantee and the complainant. If the staff of the Commission determines that the matter cannot be resolved informally, the matter will be brought to the Commission for consideration of suspension or termination of funding.

APPEALS PROCESS

Applicants who believe their applications for funding were rejected for any of the following three reasons may appeal to the Commission for reconsideration:

1. the application was declined on the basis of review criteria other than those appearing in the

guidelines;

2. the application was declined due to influence of advisory panel or Commission members who willfully failed to disclose conflicts of interest; or

3. the application was declined because erroneous information was provided by the staff, panelists, or Commission members at the time of review, despite the fact that the applicant provided accurate and complete information on regulation forms as part of the standard application process.

Incomplete applications are specifically denied any appeals process. Dissatisfaction with the denial of an award or the amount of a grant award is not grounds for appeal.

Requests of appeals must be received, in writing, at the Commission office within 30 days of the applicant's notification of a funding award decision. The Commission will review and act upon the appeal at its next regularly scheduled meeting.

If the Commission changes a funding decision as a result of an appeal, the timing of the payment of the grant will be at the discretion of the agency's Executive Director.

Appeals Process

Performing Arts Tour Directory, Writers in Virginia Directory, and Artists in Education Artist Roster

Applicants for the *Performing Arts Tour Directory*, the Residency Program *Artist Roster*, or the *Writers in Virginia Directory* may appeal a decision not to be included in the *Directory* or on the *Roster* on the basis of the three reasons listed above. The same procedure is followed for these appeals with the exception that applicants have only 15 days from notification to file their appeals because of publication schedules. These appeals will be reviewed and acted upon by the Executive Committee of the Commission.

Information for Applicants

[Application Forms](#) & [Final Report Forms](#)

[Commission Calendar](#)

[Commission Logo](#)

[Commissioners](#) & [Staff Members](#)

[Panel Information](#)

[Virginia Commission Web Site](#)

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